



**City of Hollister
DEVELOPMENT SERVICES DEPARTMENT
375 Fifth Street
Hollister, CA 95023
(831) 636-4360 Fax (831) 636-4364**

Application Procedure

STEP #1 Project Consideration

Early in the consideration of a potential project, the applicant should carefully review the City's General Plan and Zoning for the proposed project location chosen. It is important that the project is consistent with both the City of Hollister Zoning Regulations and the General Plan or the application cannot be processed.

STEP #2 Pre-Application Meeting

The first step in the development process is to meet with Community Development Department Planning Division and Engineering Division staff in a pre-application meeting. This will allow City staff time to review the preliminary plans and provide advice to the applicant on possible design changes or other concerns. This early review and input by staff will streamline the application process and eliminate unnecessary plan revisions. In order to schedule a meeting, the applicant must prepare the required pre-application information and submit one week before the scheduled pre-application meeting date. The information includes:

1. Vicinity map
2. Copy of a parcel map showing the project site and parcel
3. Latest approved subdivision map
4. Letter of Intent describing the proposal, the proposed uses and structures, and any relevant background of all proposed improvements
5. Pre-submittal application form and fee
6. Concept site plan

A complete guide to the pre-application meeting process is available at the Planning Division.

STEP #3 Filing of Formal Application

PLEASE NOTE: Once a pre-application meeting is held, the applicant can submit a formal application packet, which must contain the following information:

1. A completed and signed application by the applicant and the owner. Both signatures are required. The application is required to be signed by all current property owners prior to submitting the application.
2. Fifteen (15) copies of the completed plans exhibit in the attached hand out.
3. The filing fee.
4. One (1) copy of a Preliminary Title Report updated within the last 90 days. The title report must clearly identify the owner as shown on the application, as the current project site property owner; provide a legal parcel description and identify any easements on the property.
5. Any other information needed to complete the application such as a drainage study or a traffic study (if required).
6. Three hundred (300) foot notices which include a list of all of the property owner(s) within 300 feet of the project site. The list must include the property owner(s) name, Assessor's Parcel Number, and address. In addition, submit stamped envelopes with the property owner(s) names and mailing addresses. Also, include a parcel map identifying the project site and those property owners lots surrounding the project site.

STEP #4 Determination of Application Completeness

All applications submitted to the Planning Division office will be initially processed to determine their completeness. This processing generally occurs during a 30-day period, and includes review by a variety of individuals and agencies to identify whether additional information is needed to fully process the application through the final decision. During this review period, staff will also be identifying whether the proposal has the potential for creating environmental issues pursuant to the California Environmental Quality Act (CEQA), although a formal evaluation of environmental impacts won't occur until after the application is deemed complete.

- A. **Notification of Applicant.** Within 30 days after the application is submitted, the applicant shall be informed in writing either that the application is complete and acceptable for processing, or that the application is incomplete and that additional information, as specified in the letter, must be provided.
- B. **Re-submittal of Materials.** If an application has been deemed incomplete, the requested materials must be submitted within six (6) months of the original request date. The applicant shall be informed in writing either that the application is or is not complete within 30 days of resubmitting the requested materials.

A project will not be sent for Planning Commission consideration until the formal application and plans are determined to be complete by the City. The checklist of the plan requirements included in this application will be used as the basis for this determination. It is required that plans be prepared by a design professional in order to avoid costly delays in processing the plans.

STEP #5 Environmental Assessment

All proposed land uses requiring discretionary permits are subject to the requirements of the California Environmental Quality Act (CEQA). Certain classes of projects are

categorically or statutorily exempt from CEQA. Those are projects which the state has determined are not likely to have significant impacts on the environment. A formal determination as to whether a project is exempt from CEQA will be made after the application has been deemed complete. If a project is subject to CEQA, an Initial Study, undertaken by or under contract to the Community Development Department at the applicant's expense, will be prepared to determine the impact of the project on the surrounding environment. Once a proposal has been found to require an Initial Study:

- A. A hearing date will not be set or noticed until the Initial Study has been completed, except where the hearing is for the purpose of determining whether the project should be denied without completing the Initial Study; and
- B. A decision to approve the permit cannot be made until the Initial Study has been approved or certified as specified under state law. Approval of the Initial Study and the final decision on the project can be made at the same meeting.

If the Initial Study indicates that there is substantial evidence that any aspect of the project may cause a significant effect on the environmental, the preparation of an Environmental Impact Report must be prepared. A hearing date will not be scheduled until an Environmental Impact Report has been prepared, circulated and finalized pursuant to CEQA.

STEP #6 Development Review Committee (DRC)

Subsequent to the Environmental Review process, all development applications are reviewed by the Development Review Committee (DRC). DRC members review the application and plans, analyze the design, make recommendations and formulate conditions of approval to be used by the Planning Commission, should permission be granted for the project. Following review by the DRC committee, the project is scheduled to the Planning Commission for consideration at a public hearing. The public hearing notice shall include the date, time and place of the hearing, the identity of the hearing body or officer, a general explanation of the matter to be considered, and a general description (text or diagram) of the property location. Notice is required through one or more of the following means:

- A. **Public Hearing Notice Mailing or Delivery.** Unless otherwise provided in this section, notice shall be mailed or delivered to the following individuals and agencies:
 - a. The applicant, at the address shown on the application, and all owners of the subject property(s) at their addresses as shown on the most current property tax roll of San Benito County;
 - b. Any person who has filed a written request for notice on the particular application with either the Planning Division office or Clerk of the Board of Supervisors;
 - c. Local agencies expected to provide utilities, roads, schools or other essential services, where their ability to provide such services may be significantly affected; and
 - d. The owners of all real property located within 300 feet of the subject property boundaries at their addresses as shown on the most current property tax roll of San Benito County.

At the time an item is scheduled for public hearing, the Planning Division office will mail the requirements with specific information regarding individual proposals. Please contact the Planning Division office with any questions. These requirements are the responsibility of the applicant or the applicant's representative. Errors in posting will postpone a public hearing so accuracy is crucial.

1. The applicant shall obtain and submit a list, along with stamped and labeled envelopes of surrounding property owners to the Planning Division office. (Property information may be obtained from the San Benito County Assessor's Office or at a title company). This list is to include its title, a reference to the name of the proposal, and type of application being requested. Two sets of information are to be included in the list. First, the full name and mailing address for each surrounding property owner. Second, the Assessor's Parcel Number for each property owner's parcel of ground.
2. The applicant must also prepare a 300' radius exhibit that shows the properties that are being sent notice. To do this, acquire a copy of the County Assessor's Map(s) which depicts the subject property (copies can be obtained at the County Assessor's Office or a title company). Graphically highlight all parcels of ground for which the owners of record are to receive mail notification. Include a copy of this map, no larger than 11" x 17" in size, when you submit the mailing list. (Note: A copy of the map will help the Assessor's Office assist you in compiling a mailing list)

After your application has been accepted as complete and scheduled for public hearing, staff will review the radius map and mailing list provided by the applicant to ensure adequacy. You will promptly be notified if any changes are required. Staff will then mail out the public notice wording to the surrounding property owners.

B. Publication. Notice must be published in a newspaper of general circulation.

STEP #7 Planning Commission and Public Hearing Notice

The Planning Commission will hold a public hearing to review the development application request. The Public Hearing requires that a notice be sent to adjacent property owners. The notice must be provided ten (10) days prior to the scheduled hearing date. See Step #6 Notice of Public Hearing process.

STEP #8 Planning Commission Hearing Protocol

The applicant, owner or project representative must be present at the Planning Commission meeting for the project to be considered. Projects will be heard in the order they appear on the agenda. The Planning Commission Chair will introduce the project and open the Public Hearing. Staff will give an overview of the proposal, indicate staff's recommendation and list recommended conditions of approval. Upon the Planning Commission's request, the applicant, owner or project applicant, will then present their application, discuss all aspects of the proposal. The Planning Commission will then have an opportunity to question the applicant. Staff may be asked additional questions. Following applicant questioning, the Planning Commission will open the matter for public comment.

STEP #9 Appeals to the City Council (Optional)

If the Planning Commission denies the development application or if the applicant disagrees with any conditions of approval imposed by the Planning Commission, the

decision may be appealed to the City Council by filing an appeal with the City Clerk within fifteen (15) calendar days of the Planning Commission decision. Within fifteen (15) days of the date of acceptance of a notice of appeal or at the next regular City Council meeting, whichever occurs last, the City Council shall fix the place, date and time of hearing the appeal. The hearing date for the appeal shall be within sixty (60) days of the date of Planning Commission decision. Written notice of the time, date and place of hearing the appeal shall be given to the Planning Commission, the applicant (s), appellant (s) and any party who shall have requested notice, in writing at the hearing before the Planning Commission on the original application. The decision of the City Council shall be by resolution. If the decision is to reverse or modify the decision of the Planning Commission, the resolution shall contain findings to support the reversal or modification of the Planning Commission decision. A copy of the City Council's decision shall be given to the parties indicted above.

STEP #10 Final Requirements

Development application approvals are generally valid for one (1) year from the approval unless conditioned otherwise. Upon reasonable justification, the time limit may be extended by the Planning Commission. This means that diligent progress must be made to establish the use and/or develop the site within the one-year time frame or the approval can be voided. The request for an extension must occur at least thirty (30) days before the original application expires. The request must state the reasons for requesting an extension and be accompanied by a non-refundable fee.

The applicant must make an application to the City Building Division which reflect all conditions of approval as set forth by the Planning Commission. Once a building has been granted a building permit, then construction may begin.

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SITE PLAN GUIDELINES AND REQUIREMENTS

Please read and follow these guidelines carefully

Please prepare fifteen (15) sets of plans, one application and other required information listed below and return them to the Development Services Department office. The checklist provided is intended to aid applicants in providing the required information to determine the completeness of your application. Plans that do not provide all of the necessary data from the checklist, in the required order, will be considered incomplete and be returned for revision. Applications will only be accepted for processing if they are complete and consist of the following:

DEVELOPMENT PLAN SET

- ☐ All sheets shall be drawn on 24' x 36 " paper and folded to approximately 10" x 12".
- ☐ All sheets shall be numbered in proper sequence and numbers located on the lower right hand side of each page
- ☐ All sheets shall be dated
- ☐ All plans shall be drawn to scale

SHEET #1 TITLE SHEET

- ☐ Applicant(s) and property owner(s) name, address, phone number and e-mail address
- ☐ Name of project and description of proposed use
- ☐ Table of contents listing all plan set sheets, their content and page number
- ☐ All plans must be prepared, designed and signed by a design professional per the California Business and Professions Code or other applicable state law

SHEET #2 SITE PLAN *(may require more than one sheet labeled "Site Plan: to include the information listed below)*

- ☐ **DATA TABLE to include:**
 - Vicinity map and north arrow
 - Assessors parcel number(s)
 - Parcel(s) size
 - Zoning Designation
 - General Plan Designation
 - Proposed structure square footage
 - Existing structures on the parcel square footage
 - Proposed lot coverage calculation
 - Number of dwelling units/buildings
 - Total number of existing and proposed parking and loading spaces
 - Parking and loading spaces dimensions
 - Total number of handicap parking spaces

- Percentage of landscaping on the project site
- Percentage of open space on the project site
- Commercial and Industrial Projects
 - Existing and projected number of employee's and company vehicles
 - Days and hours of operations
 - Location of retail sales area
 - Location of all material storage areas
 - A complete description of the type of existing or proposed Commercial/Industrial operation at the project site, including all materials to be used and/or stored on-site as well as description of any operations which may involve the use of hazardous materials and/or the generation of air contaminants.
- Is the project within a flood zone as depicted on the September 27, 1991 Flood Insurance Rate Map?
- Is the project within a Seismic Special Studies Zone?
- All project site property lines including dimensions
- All required setback distances
- Location and dimensions of all walkways and driveways including materials
- Use of adjacent properties within 100 feet of the project site
- All existing and proposed buildings, structures and their proposed uses, including the proposed removal of any building (information should be clearly identified on the site plans)
- Parking
 - Proposed on-site parking (garages, carports), loading and circulation areas
 - Existing and proposed parking stall dimensions
 - Handicap access areas such as parking, ramps and walkways
 - Location of all wheel stops
 - Aisle width
- All existing public and private easements for utility, drainage, sewer, parking access or other purposes
- Street Alleys
 - Location, name, centerline and right-of-way width for all existing and proposed streets and alleys
 - Fully dimensioned public right-of-way improvements showing accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island, project driveways, bus stops, drainage inlets and manholes
 - Typical section for all proposed street improvements
 - Approximate existing and proposed street grades
 - Spot elevations at intersections and key points
 - Widths offered for dedication
 - Location and dimensions of all existing and proposed easements
- Utility Services
 - Location of existing and proposed utilities in the public right of way and how they will serve the site including:
 - Sanitary Sewer
 - Storm Drainage
 - Water Lines
 - Electricity

- Man Holes
- Water Valves
- Fire Hydrants
- Drainage Structures
- Street Lights
- Location of existing and proposed on-site lighting fixtures

SHEET #3 BUILDING ELEVATION

- ❑ Dimensioned elevation of all exterior walls (photographs may be substituted for existing elevations to remain unchanged) labeled North, South, East and West
- ❑ Elevations of any proposed parking structures such as garages or carports
- ❑ Type of roof, wall and trim materials, colors and textures such as wood, siding, stucco, brick, metal, tilt up building or other materials
- ❑ Attached and detached signs, details, designs and locations
- ❑ Changes or additions to existing buildings or materials clearly identified

SHEET #4 FLOOR PLANS

- ❑ Total floor area
- ❑ Building footprint
- ❑ Total square footage of retail sales area

SHEET #5 GRADING AND DRAINAGE PLAN

A preliminary grading and drainage plan which includes the following:

- ❑ Topography with pad elevations for the site and all property within 50 feet
- ❑ A complete schematic of the proposed drainage system including spot elevations in the parking areas which demonstrate proper conveyance of storm water runoff to catch basins or other fixtures
- ❑ Spot elevation which demonstrates proper conveyance of storm drains (NOTE: Surface runoff over public sidewalks is prohibited)
- ❑ Location and elevation of all in-lot catch basins
- ❑ All downspout locations
- ❑ Proposed roof-peak line and slope
- ❑ Finish floor elevation(s)
- ❑ Building pad elevation(s)

SHEET #6 DETAILS

- ❑ Details for proposed fences, walls, trash enclosures and lighting
- ❑ Details for any atypical building features

SHEET #7 LANDSCAPE PLAN

- ❑ Existing and proposed landscaping
- ❑ Percentage of total landscaping on project site
- ❑ Location, size and identification of each tree, shrub, ground cover and other landscape features including species and common name
- ❑ Location, size and materials for all existing and proposed refuse areas
- ❑ Location, size and materials for all existing and proposed fences
- ❑ Location of existing and proposed walkways, driveways, fences, pool, ponds, water features, retaining walls

- ❑ Typical details of ground cover, shrub and tree irrigation installations
- ❑ Automatic underground irrigation system for all landscape areas, including breaker valve type and size and sprinkler locations with approximate coverage

OTHER REQUIREMENTS

- ❑ One copy of a recent Preliminary Title Reports which identifies property owner and has a legal description of the project site
- ❑ Three hundred (300) foot notices of property owners within 300 feet of the project site. List shall be the latest and updated list from the County Assessor's Office roles to include property owners name, mailing address and assessors parcel numbers. Pre-labeled and stamped envelopes with these property owners names, mailing addresses and assessor's parcel numbers shall be also be included, along with a parcel map identifying those properties within 300 feet of the project site.

Applications and plan sets which do not included all of the required information and are not in the required order, will be considered incomplete.

If you have any questions, please call (831) 636-4360.



CITY OF HOLLISTER
DEVELOPMENT SERVICES DEPARTMENT
375 FIFTH STREET
HOLLISTER CA 95023
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DEVELOPMENT PROJECT APPLICATION

**PLEASE READ AND
COMPLETE THIS APPLICATION
FORM CAREFULLY**

THIS APPLICATION IS FOR (CHECK THE APPROPRIATE BOX):

Conditional Use Permit	Variance	Secondary Unit
Site & Architectural Review	Planned Development	Other
Rezoning	General Plan Amendment	
Minor Subdivision	Major Subdivisions	
Pre-zoning	Annexation	

1. Applicant(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ FAX: _____ E-Mail: _____

2. Property Owner(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ FAX: _____ E-Mail: _____

3. Property Location: _____

4. Assessor Parcel Number(s): _____

5. Size of Property (acres or square feet): _____

6. **Zoning District:** Present: _____ Proposed (if applicable): _____

7. **General Plan Designation:** _____

8. **Describe the proposed project:**

9. **Variances Only:** Describe the purpose of the variances proposed. (Note: The proposed variance must conform to required variance findings of the Zoning Ordinance)

10. **General Plan Amendments Only:** Describe the purpose of the proposed amendment.
(use extra sheets, if necessary):

11. **Pre-zoning and Annexations Only:**

Is the property contiguous to existing City limits? _____

What is the area of the subject parcel(s) _____ acres.

County General Plan Designation _____ County Zoning District _____

Proposed City Zoning _____ City General Plan _____

Is the property within the City's Sphere of Influence ? _____

Is the property within the City's Urban Service Area ? _____

Number of existing dwellings _____

12. **Land Divisions Only:** Type of Subdivision

Minor Subdivision _____ Major Subdivision _____

Number of Lots _____ Density _____ units per acre

Purpose of Subdivision _____ Sale _____ Lease _____ Financing _____ Other _____

13. **Industrial or Commercial Developments Only:**

Number of Employees _____ Days of Operation _____
Hours of Operation _____ Number of loading Spaces _____
Gross square footage of the proposed structure(s) _____
Number of Parking Spaces _____ Lot Coverage _____ %
Number of Handicap Spaces _____

14. Residential Site & Architectural Review Applications Only:

Duplex _____ Triplex _____ Apartment _____ number of units.
Height of structure(s) _____ Gross square footage _____
Lot Coverage _____ % Number of Parking Spaces _____
Number of Handicap Spaces _____

15. Present Use of Adjoining Properties:

North _____ South _____
East _____ West _____

16. Certification: The facts, maps and documents submitted herewith are true, correct and accurate to the best of my knowledge. If the request is granted, I (we) agree that the provisions of City and State Law will be complied with and the conditions, if any, upon which the permit is granted will be carefully observed.

Date Owner's Signature

Date Applicant's Signature

Staff Use Only

Received by: _____ Date: _____

Fees

Application _____
Environmental Review _____
Other _____
Total _____
Application Number _____

The Community Development Staff appreciates your effort to complete this application. If you have questions or comments, please contact our staff at (831) 636-4360.